



**CALIFORNIA NATIONAL GUARD
COUNTERDRUG TASK FORCE
TOUR ANNOUNCEMENT**



**OPEN TO
ARMY and AIR NATIONAL GUARD**

1. **POSITION AVAILABLE:** Team Fox Administrative Specialist
2. **LOCATION:** Sacramento, California
3. **TOUR NUMBER:** CD 07-10
4. **EFFECTIVE DATE:** 2 February 2007
5. **CLOSING DATE:** 2 March 2007
6. **MINIMUM GRADE:** E-1 **MAXIMUM GRADE:** E-5
7. **PERSONNEL ELIGIBLE TO APPLY:** (X) Male (X) Female () OFF () WO (X) ENL
 - a. Members of the Army and Air National Guard.
 - b. Not within 6 months of Expiration Term of Service (ETS).
8. **SELECTING SUPERVISOR:** Team Fox Commander
9. **MILITARY STATUS:** FTNGDCD, Title 32, Section 502(f)
10. This position is a Full Time National Guard Counterdrug (FTNGDCD) Tour subject to the availability of funds from fiscal year to fiscal year.
11. **APPLICANT MUST**, at a minimum, submit the following documents and meet all applicable criteria:
 - a. Cover letter stating why you are interested in the position and how you will add value to the program.
 - b. Letter of recommendation from M-Day Unit / Wing Commander.
 - c. Military Biographical Summary or Resume.
 - d. DA 1058-R Completed and Signed, CD Commander may sign as the commander if selected.
 - e. Retirement Point Accounting Statement (RPAS) / AF Form 526 – Points Summary Credit.
Note: Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.
 - f. All DD Forms 214 (copy must include bottom portion with RE Code).
 - g. Medical:
 - (1) Army: Printout of officers Individual Medical Readiness (IMR) report. Found under AKO, My Medical Readiness.
 - (2) Air Force Form 422.
 - h. Army Physical Fitness Test Score Card (DA Form 705) / ANG Fitness Assessment Results.
 - i. Last three NCOERs / EPRs or Memorandum of Explanation from Rater as to why they are not available.
 - j. Completed and signed CD Form 301 (on CD website).
 - k. Completed and signed CD Form 302 (on CD website).
12. Applicants must meet medical retention standards IAW AR 40-501, chapter 3 / AFI 48-123, attachment 2. Additionally, if selected must complete and submit DA Form 7349-R, Annual Medical Certificate / AF Form 422, Physical Profile Serial Report within 60 days of tour start date.

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13. Army National Guard personnel must meet the HIV testing requirements of AR 600-110, Identification, Surveillance, and administration of Personnel Infected with Human Immunodeficiency Virus (HIV) with 24 months.
14. Over 40 applicants must have DA Form 4970 Cardiovascular screening and /or RISK index if applicable.
15. Applicants must possess a favorable Entrance National Agency Check / National Agency Check (ETNAC/NAC) within the past 10 years.
16. Applicants must be willing to relocate within the State of California.
17. Applicants meeting any of the following are INELIGIBLE to APPLY:
 - a. Not a member of the National Guard.
 - b. Does not meet medical retention standards.
 - c. Does not meet body composition/weight control standards prescribed by AR 600-9.
 - d. Involuntarily removed from AD or FTNGD for cause, non selection for promotion, or resignation in lieu of adverse personnel action.
 - e. Non-selection for retention.
 - f. Under current suspension of favorable personnel action (flagged) per AR 600-8-2.
18. Unique Requirements for Counterdrug tours:
 - a. Urinalysis testing is required upon entry on active duty, and periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under Substance Abuse Testing or the ANG Drug Abuse Testing Program.
 - b. Requirement to continue attendance at IDT/IAD and Annual Training while on FTNGDCD.
 - c. Army Personnel are required to take two "for record" APFTs per year.
 - d. Status of employment is year to year subject to availability of funding.
 - e. DMV records review, criminal records checks, and/or security screening of applicants will be performed prior to entry on duty and that derogatory reports may result in their application being denied.
 - f. Standards of Conduct.
 - (1) Members are required to uphold the highest standards of conduct and personal appearance. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.
 - (2) National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.
19. Job Description:

Primary administrative/personnel support for Team Fox office with assigned Army and Air Force personnel. Duties include but are not limited to:

- Pay, Leave and Travel Voucher Processing.
- Duty and Travel Orders through AFCOS/Net-Term.
- Maintaining and tracking budget.
- Personnel and Suspense files.
- Bank of America Travel Card Program.
- Thrift Savings Plan Coordinator.
- Counterdrug Management Information System Input.
- Various training activities with travel.
- Additional duties as assigned.

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20. Preferred Qualifications:

- Excellent verbal, written, and general computer skills (Microsoft package)
- Must be willing to travel as mission dictates
- Military operations, logistics, and administration knowledge
- Ability to build strong sense of teamwork and purpose
- Exhibits time management skills
- Presentation/Training skills

21. SUBMIT COMPLETED APPLICATION (with all required documentation/certificates) to:

Counterdrug Task Force
ATTN: CD J1, OIC
10620 Mather Blvd.
Mather, CA 95655

22. Questions can be directed to the J-1 at (916) 361-4905 / 4945. Website is: <http://www.calguard.ca.gov/cdtf/>

23. NOTE THE FOLLOWING WILL DISQUALIFY YOUR PACKET:

- a. An Incomplete packet.
- b. Packets received after the Closing date.
- c. Failure to meet minimum requirements listed on this announcement.

24. Equal Opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.